

Check Request

Instructions

1. *Submit to Business Services before the 15th of the month.*
2. *Attach **original receipts** and /or other documentation to substantiate reimbursement.*
3. *Make a copy for your records.*

Date:	Amount: \$	
Payable To:		
Address:		
City:	State:	Zip:
Reason:		
Requested by:		
School/Dept:		
Account Number:		
Approval Signature:		

Disposition of Check

- ☐ Mail
☐ Give to Requestor